

VICC Meeting Minutes

9/16/16

Present:

Leslie Freedman, AOE; Joanne Godek, Burlington Public Schools; Amanda Cookson, Parent; Jen Hurley, UVM; Natalie Whitfield, CIS PD Coordinator; Heather Case, CIS Family Engagement Coordinator; Danielle Howes, Part C Coordinator; Toni Racine, Rutland County PCC; Tracy Wells, DFR

1. Motion to approve May meeting minutes. Motion seconded and minutes approved.
2. Note: we are still looking for a practitioner co-chair of the VICC.
3. Danielle debriefed about APR, SSIP and Family Survey results.
 - a. APR – Vermont is in “Needs Assistance”; OSEP shared that they have confidence that, with Vermont’s current strategies (as explained in the Introduction to the APR) and work with national technical assistance programs, Vermont will improve the results we are seeing on the federal indicators
 - b. SSIP – OSEP appreciated Vermont’s SSIP and validated we are moving in a direction that meets OSEP’s expectations and they believe will lead to improvements in our SiMR
 - c. The State improved the Family Survey response rate to 46% (we had been around 30% for the past 2 years). Results were shared with the regions and will be used to inform their ongoing quality improvement efforts.
 - d. The VICC asked that the State send the SSIP’s, Newsletters, and the Family Survey Results.
4. Natalie shared updated information on the CSPD.
 - a. Natalie asked that the VICC workgroup around professional development be combined with the CSPD Strategic Planning Team. These SPT meetings would be scheduled on the same day to immediately follow the VICC meetings.
 - i. Motion: Combine the VICC with the SPT workgroup – unanimously approved
 - ii. Motion: SPT meeting occur on opposite months from the VICC meeting and not occur on a Friday. – this motion was unanimously approved
 1. VICC Workgroups Previously identified in May:
 - a. Role of the ICC: to advise and assist, and outreach to recruit new members [Terri Edgerton]
 - b. Family Engagement [Heather Case]
 - c. State Systemic Improvement Plan [Danielle Howes]
 - d. Professional Development [Natalie Whitfield]
 - b. Data from the CIS-EI Certification process was shared.
 - i. VICC asked Natalie to send them data from the SPT meeting.
5. VICC Brochure: finalized and will be disseminated. Please share with families who are currently or had in the recent past received any CIS service. This will be shared with families during Family Survey dissemination and other mechanisms by CIS.
6. Motion: is the VICC amenable to discussing at November’s meeting the suggestion of no longer having food and coffee service provided at VICC meetings and rather have the money that would have been spent be invested in practitioner professional development. Decisions for the spending

of these funds would be made using the CSPD framework and use of the funds credited and reported back to all meeting groups. – unanimously approved.

7. VICC Website Feedback

- a. Very plain, appreciate the Ferris wheel, the Ferris wheel should be on the front page
- b. Good contrast, easy to read
- c. You can expand it as you need for people with visual issues
- d. Is it accessible for visually impaired people? Not compliant. We do have a contact who will help with this.
- e. Can materials be translated for non-English speakers?
- f. Perhaps change the color of the tab to help differentiate between parent page and partner page.
- g. Parental rights under guidance manual – put another link onto the parent page.
- h. Link to procedural safeguards webinar
- i. Why have this webpage? Transparency and access beyond word of mouth. Generate interest in the ICC. Regional people don't know what the ICC is.
- j. Put mission on the first page
- k. Move up 'how to be a member.'
- l. We need a logo.
- m. Revisit the ICC 'bible' to make sure important parts are on the website.
- n. Should be a one-stop shop for orientating new people.
- o. Provide a reference for members to go back to.
- p. Link to the interagency agreement (AOE, AHS, Part B and Part C)
- q. Values, vision, mission will be there
- r. By-laws will be there
- s. Leading by Convening will be there. For parents, how to sit on a council and assist and advise.
- t. Improve language on 'How to apply' tab to draw a straight line to the application.
- u. Move Heather's contact info to the front page, or to the top of every page.
- v. Add option 'are you thinking of applying?'
- w. Meetings are open to the public, anyone can show up. Make this more visible.
- x. How to apply vs how to participate or attend a meeting to learn more.
- y. Large paragraph, break up the first paragraph
- z. More targeted invites to families and practitioners.
- aa. To left links, 'are you a family member who might like to participate?'
 - i. 'Are you a practitioner who might like to participate?'
- bb. Be clearer in the first paragraph, short, we need parents and practitioners to participate. This is the easy way to get involved.
- cc. Minutes section – have a separate tab for minutes and agendas. Takes up too much space. Name the tab: archives, meeting agendas, dates and minutes.
- dd. What foundational documents need to be pulled out of the archive?
- ee. History of Vermont's ICC. Use as a reference point – how did we get here? Develop a timeline.
- ff. Head Start agreement? Document stands for 5 years. How to work with Part B/C. Ben Allen has taken the lead on it. We need to be updating this. This is for families accessing services through Head Start and there needs to be an understanding of how families can do this. Timing of interagency agreements.

- gg. On front page, lose all the business. Move the agendas and minutes. Replace with the next meeting time/date, location. And how to apply.
- hh. How does it look on the phone? It has been translating over well. Parents and students use the phone.
- ii. There will be contact info for the parent co-chair and the practitioner co-chair.
- jj. If a link isn't working yet, don't have it. It doesn't look good.

8. Part C Overview Document

- a. This is proposed as a template to develop this document for Vermont.
- b. What is the vision/mission of this group?
- c. What are the most important things for members to know?
- d. What pieces of this overview document hold value for this group to include in our Vermont overview document?
- e. The Interagency agreement drives the work. This should be available for families.
- f. Interagency agreement should be in the Guidance Manual.
- g. Page 3 – representing a stakeholder group. What it means to advise, assist and advocate.
- h. What is the role for each member?
- i. Decision-making process
- j. Voting vs non-voting members
- k. What are the IDEA regulations?
- l. How do we bring concerns from various agencies to discuss and vote on? How do we get here?